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The Editorial Staff invites every employee to be a correspondent for the SCANNER. Submit articles and photographs through your organizational reporter, or directly to the Editor, SW-13. Comments, suggestions, and constructive criticisms are always welcome.

FRONT COVER --

FAA's C-135 on a routine mission performing a high altitude flight check of navigational aids.

Assistant Administrator's Page

Beginning with this month's issue, responsibility for publishing our employee publication, the SCANNER, has been transferred from the Regional Public Affairs Officer to the Chief, Personnel and Training Division.

For more than four years the popular SCANNER has been publishing interesting happenings both within and outside the Federal Aviation Agency that affect the Agency. The response from our employees has been excellent, and we know that the Personnel Division will continue to produce a publication in which we can all take pride.

It is intended that the SCANNER shall carry to every employee in the Southwest Region a reasonably complete and current story of the more significant activities, plans, and accomplishments of our programs and employees. By giving a broad picture of the trends, projects, and achievements in our operations, the SCANNER should help each employee acquire a more comprehensive sense of the FAA's mission.

To accomplish this, the Personnel and Training Division must receive the support not only of the Southwest Region Division Chiefs, but actually from every level of the Region. They will especially need story input from field activities and offices. It will not be too difficult for the editors of the SCANNER to obtain Regional Office stories, but the real difficulty rests in obtaining interesting, colorful stories and pictures from the field. We are most interested in receiving these stories because the Agency's business becomes tangible only in the field, and many interesting stories are there.

Very shortly, you will receive a Regional Bulletin which will outline the specific kinds of news stories desired from the field, and will offer guidelines for writing such stories. Basically, it is the news facts themselves, and not necessarily the person's ability as an author, that will interest the SCANNER editors. Your enthusiastic support of our employee publication is needed if it is to continue as a worthwhile medium of communication.

May I ask each of you to take a personal interest in the SCANNER -- send in your stories or story ideas, complete with photos, if possible -- and moreover, the SCANNER editors would like to receive your comments and ideas on how the publication can be improved.

Archie W. League

Archie W. League, SW-1

Inspector is Man Who Gets Around

In hundreds of air-minded communities throughout the Southwest Region, "Mr. Aviation" is personified by a versatile FAA employee who travels under the formidable title of General Operations Inspector.

The Inspector, lugging a 20-pound briefcase crammed with the tools of his profession -- written exams, Civil Air Regulations, a computer, local sectional charts -- is a familiar sight at general aviation airports. With a list of some 200 items of responsibility, this man plays many roles: advisor, teacher, examiner, investigator, safety specialist.

Of the 250 General Operations Inspectors in FAA, 32 are in the Southwest Region. They have two attributes in common -- an abiding love for flying, and the services they perform for their fellow airmen.

More than 75 per cent of the inspectors hold ATR ratings and have logged an average of 7,000 hours of flying time. In their average quarter-of-a-century in aviation, they have flown everything from small two-place trainers to large four-engine transports.

The fledgling pilot first meets the inspector when he takes his written examination and flight check; but even before this, the inspector has scrutinized the ground schools and flying schools in his area, looking over the curriculum, the equipment, and the competence of the instructor.

When there is an accident, odds are that the inspector is one of the first on the scene. His pointed questions are not idle curiosity. How did the accident happen? Why did it happen? And most important, how can it be prevented in the future?

In addition to informal talks with pilots, once or twice a year, usually just before winter and spring, the inspector holds a special meeting with pilots in his area to discuss seasonal flying problems.

In certain areas he handles special problems, such as insuring the safety of aerial application in mosquito abatement control over congested areas. The safe operation of some 389 air taxi operators and 2,251 business aircraft is also the inspector's responsibility.

Last, but certainly not least, the inspector performs a unique service for the Nation's defense. At Air Force ROTC installations, the inspector, after riding with each instructor in approved ground schools, gives the final flight check to all students in order to evaluate their potential as Air Force pilots.

The competitive civil service became worldwide for the first time in 1955-56 when coverage was extended to 30,000 jobs in foreign countries and U.S. territories.

Aero-Commander Seeks FAA Certification for Executive Jet

One of the newest additions to the nation's fleet of executive aircraft is being born within the Southwest Region. Prototypes of the all-jet successor to the well-known Aero-Commander are now being built in Bethany, Oklahoma. The development of this new aircraft has intimately involved employees of the Southwest Region from the very beginning. Personnel of the Engineering and Manufacturing Branch of the Flight Standards Division have been performing a variety of aeronautical and related engineering tasks at a high professional level. The story of what Southwest Region employees do in connection with the development of a new aircraft is an interesting one, and illustrates the part that FAA plays in fulfilling its responsibility to the flying public in the overall area of aviation safety.

Recently, Aero-Commander made application for a type certificate on a pure jet executive transport. In consultation with company representatives, Herb Slaughter, Chief, Engineering and Manufacturing Branch, informed company officials that the contemplated aircraft would come under Part 4b of the Civil Air Regulations, which contains air worthiness requirements.

The company then furnished engineering data, including three view drawings. These were reviewed by Southwest Region engineers Jim Patras, Clark Biesemeier, Larry Sentker, Floyd Melton, Ken Holloway, A.C. Caviness, James Ludwig, James Thomason, and Jerry Davidson, who determined whether there were design features calling for special conditions or requirements not provided for in existing Civil Air Regulations.

Since the science of aircraft design has reached an exacting state, manufacturers no longer produce just a single prototype for testing purposes. Taking advantage of this stage of the art, the company began the manufacture of several prototype aircraft, thereby eliminating the production of test aircraft as a separate undertaking prior to the building of production aircraft. During the early production phases, FAA manufacturing inspectors Dale Miller and Q.R. Kuhn, under the direction of Robert Curry, will be working with company personnel to assure the flow of engineering data to the Regional Office, so that the configuration of the aircraft can be determined at any stage of the program. In addition, Inspectors Miller and Kuhn will be evaluating the company's fabrication processes to determine whether they are adequate to perform their intended function.

When Regional engineers have reviewed the load analysis and determined any special conditions arising from innovations in design features, Washington and Regional staffs determine the CAR's to be applicable to the aircraft. Then a preliminary type certification board, chaired by Herb Slaughter, is scheduled. Meeting at the manufacturer's facilities, the Board inspects either a mock-up or a prototype of the aircraft. Findings and agreements reached as a result of this meeting serve as the basis for correcting any unsatisfactory conditions. Also at this point, the inspection and quality control procedures to be required of the company are established.

Aero-Commander Jet 1121. This aircraft is designed to cruise at a speed in excess of 500 mph at an altitude of 30,000 feet; cabin configurations provide for up to six passengers and a crew of two.

Upon compliance with the various engineering and technical changes required, the company proceeds with production. During production, Regional engineers and inspectors conduct ground tests and inspections. Other inspections and tests insure that the company is conforming to approved design features. Consultations concerning approval of production changes to design features are accomplished throughout the production of prototype craft.

When FAA engineers and company personnel have insured that the aircraft has been built to specification, the Board issues a type inspection authorization setting forth the final inspections, as well as ground and flight tests, which will be conducted by James Ludwig, James Thomason, and Jerry Davidson of the Region's Flight Test Section. The flight test program tests and evaluates the flight characteristics and performance, and also determines emergency procedures and operation limitations.

When all pending items have been satisfactorily corrected and completed, the Branch Chief, upon the recommendation of the Board, will issue the type certificate. Production then proceeds, with the company insuring that the production process incorporates all the corrective action prescribed by FAA personnel. When the first production aircraft is presented by the company, Inspectors Miller and Kuhn will conduct an airworthiness inspection. Test Pilot Davidson will then flight-test the craft. Any unsatisfactory conditions will be corrected and checked by FAA. The original airworthiness certificate will then be issued by Inspector Miller, and production of the aircraft will proceed.

Legal Division

On January 26, 1962, the Administrator, Federal Aviation Agency, named John M. (Jack) Hunter one of three independent hearing officers to conduct "trial-type" hearings when requested in airman certificate cases. This Agency's use of independent hearing officers and "trial-type" hearings constitutes a major departure from past enforcement policy, and will go a long way toward implementing the principal recommendation of Project Tightrope.

We understand that Jack will conduct hearings in both the Eastern and Southern Regions, and that he will leave Fort Worth for Atlanta, where he will assume his new duties, on or about March 1.

The other two hearing officers named were Glen Woodmansee, member of the FAA's General Board of Advisors, and T. Edward (Doc) Davis, Chief of Airports Branch, Western Division. Other hearing officers may be named at a later date, depending upon the work load.

Jack will report directly to the Administrator through Regulatory Counsel Executive Director W. Lloyd Lane, formerly Regional Counsel for the Central Region.

As yet, no successor has been named to replace Jack as Regional Counsel.

(Whirly)Bird's Eye View

The cab of the Nashville tower, as seen from a helicopter.

Panama Improves Airport

Panama, with U.S. encouragement, is waking up. With the Pan-American Highway opening up, and with international air traffic, new schools, new housing, new industry and trade, the Canal, and its new partnership with the United States, Panama may well become a showcase of democracy and a history-rich vacation land in the next few years.

A part of this waking-up process was $800,000 worth of improvements to the Tocumen International Airport financed by Panama through airport bond issuances and a loan from the Import-Export Bank. Runways and taxiways were lengthened, an Approach Light System was installed, and other improvements to the Building and grounds were made. As the Panama Canal is called the "Crossroads of the World" for water traffic, Panama now considers its Tocumen International Airport the "Crossroads of the World" for air traffic. About sixty-five national and international flights arrive daily from Europe, Central and South America, and the United States.

A phase of this airport improvement program involved the installation of a modern FAA-type VOR -- the first of its kind in Central America. The facility was commissioned with an inaugural ceremony at the Tocumen International Airport on December 22, 1961, with President Chiari of the Republic of Panama officiating. The United States was represented officially by Ambassador McFarland. Present also was Mr. Lionel J. Edmonson of the Electronic Navaids Unit of the Establishment Branch, on loan from this Region to the ICA, Latin American Operations Branch. Edmonson supervised the installation and on-the-job training of two Panamanian Electronics Technicians, Ruger Rodriquez and Francisco Sanchez. They now have total responsibility for the operation of the Tocumen VOR.

The friendly cooperation and efficient help of all who had any part in the establishment of the Tocumen VOR resulted in a good station. All may be justly proud of the fact that it will contribute to the safety of the ever-increasing number of air travelers using this important link in the Airways of the World.

A study in contrasts -- Panamanian transportation, old and new.

In-Flight Evaluations Program

ATS In-Flight Evaluations Program in the Southwest Region consists of personnel within the Air Traffic Division who are fully qualified instrument and multi-engine pilots. These Division pilots fly the system anonymously, keeping tab on the alertness and efficiency of the men providing air traffic control service.

The samplings are made under actual instrument and VFR conditions at both the busiest and the most remote locations.

The pilots participating in this program are all air traffic control specialists. It is their purpose to make a close study of the air traffic control services, and to evaluate them from a user's point of view. Some examples of things they check on are: whether the controller was issuing proper instructions; whether the FSS handled an emergency properly; whether the tower controller issued proper ground instructions. This information is all carefully recorded on tapes and, by repeated listening to the tapes, it is possible to determine where deficiencies lie.

These evaluations are conducted in agency rental aircraft, military jet aircraft, and from the cockpit of civil prop and jet air carrier aircraft. This provides a good cross-section of all the air traffic control services being provided.

This constant influx of knowledge of how well the aviation public is being served is applied to improving the air traffic control services, and keeping them in line with safety at all times.

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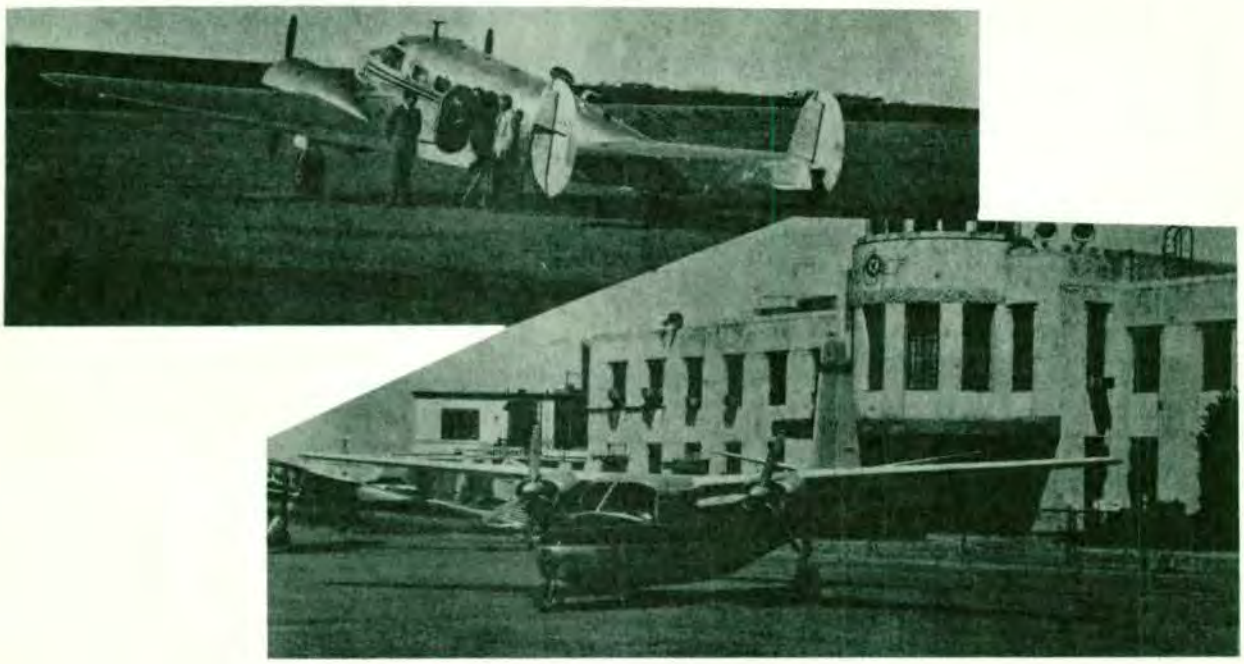
Shown below are two of the agency rental aircraft being used for in-flight evaluations. Shown with the Twin Beech are: Earl Stone, pilot, and from left to right, Tom Dillard, (now with the Southern Region); Boyce Beard, and Carl Schanche; pilot of the Aero-Commander is Earl Stone.



Halaby Schedules Maintenance Sessions

N. E. Halaby, FAA Administrator, will meet Washington area aviation maintenance personnel February 2 in the first of a series of "hangar sessions" scheduled for this segment of the aviation community. Similar sessions are planned later for other parts of the country.

In the course of these sessions, Halaby will explain FAA programs and policies on maintenance matters and will listen to the comments of mechanics and supervisory personnel. "The National Aviation System we envision requires dedicated, proficient, and responsible maintenance supervisors, mechanics, and repairmen. I want to exchange ideas with maintenance personnel on current and future problems to make sure FAA policies are clearly understood and are responsive to industry needs," said Halaby.

These hangar sessions for maintenance personnel are the newest element in a program Halaby launched last year in an effort to establish contacts with the "grass roots" of aviation. He has held six "hangar flying" sessions across the country with general aviation pilots, and more will be scheduled.

FAAers Invent Training Aid

An outstanding example of employee ingenuity and enterprise is an invention recently developed by John W. Vermillion, a controller at Anchorage ARTC Center, and Richard Haines, FAA machinist at Anchorage. The invention, a mechanical precision approach radar training device, simulates the electronic aid used by controllers in instrument landing. The simulator, being mechanical rather than electronic, can be made so inexpensively that it could be produced in volume for training radar controllers. An instructor controls the simulator from a remote position, and can present the trainee with a variety of situations.

Vermillion and Haines spent about $500 and much of their spare time in developing the simulator, which consists of five electric motors, a plastic cylinder, cams, gears, and a realistic radar scope. They recently demonstrated their invention to FAA officials in Washington. The device is now at the Aeronautical Center at Oklahoma City, where production costs are being studied.

FAA Deputy Administrator Appointed

President Kennedy recently appointed Major General Harold W. Grant to the post of FAA Deputy Administrator. General Grant will assume his new duties in Washington as Deputy to Administrator N.E. Halaby on February 19. "The Agency is extremely fortunate in having the services of General Grant," Halaby said. "He is an outstanding administrator and a leader in technical areas critical to the job ahead of building a national aviation system." General Grant is currently Commander of the Air Force Communications Service, assigned to Scott Air Force Base, Illinois.

FAA Serves Private Pilots

In the course of the many services it provides to general aviation, the FAA is scheduling eight regional conferences with pilots to discuss proposed revisions of general aviation operating rules. This is the second series of such conferences, the first having taken place last October when nearly 3,000 airmen gathered at 88 Air Share meetings across the country. They commented on the current Part 43 of Civil Air Regulations -- which covers flight rules for general aviation -- and suggested changes. These comments are being analyzed, and the FAA will present the changes it recommends at the coming sessions. The conference for the Southwest Region will take place at Amon Carter Airport, Fort Worth, Texas, on April 28.

Besides working toward the goal of effective and realistic regulation, the FAA offers a variety of other services to general aviation. One of these is Flight Following Service, under which FAA monitors a pilot through his entire flight, making weather observations and other information available through each facility over which he flies. Radar advisory service is also available in a few locales to provide pilots with information on air traffic in congested areas.

To help general aviation pilots in flying clubs become more proficient, FAA personnel discuss instruction techniques and procedures with flying club operators, give courtesy flight checks to members of flying clubs, and attend club meetings to speak on flying techniques, good operating practices, and emergency procedures.

The FAA's Blue Seal program was launched in October to encourage pilots to acquire enough instrument flying ability to get themselves out of any poor weather or visibility conditions they might accidentally encounter. The program is not designed to give a pilot full instrument rating, but rather to give him sufficient ability to maintain proper attitude until he can again fly under VFR conditions. The FAA reissues the certificates of pilots who have acquired this minimum instrument capability, imprinted with the Agency's Blue Seal.

The FAA is constantly striving to provide more and better services to private pilots in the interests of promoting air safety for all.

Retired Pilots Hired

Seven former airline pilots, retired from service under the FAA's age 60 Rule, have joined the Agency as air carrier safety inspectors.

Of the 52 pilots who have retired under the 60 year age limit rule for airline pilots, seven were hired after the Agency stated that it could profitably use their experience and knowledge of air transportation. The seven on duty and the areas in which they are assigned are: Roger H. Taylor and Foster V. Tompkins, Southwest Region; Joseph E. Ohrbeck, Alaska; Wendell F. Peterson, International District office, New York; Maurice C. Hack, Central Region; Donald R. Terry, International Field Office, Rome, Italy.

Dr. Gibbons Writes--

I believe it was either Somerset Maugham or Ernest Hemingway who said, "It is true love if you would let them use your toothbrush." This does not apply to medicines--in fact, by offering your medication to a friend who has symptoms similar to yours, you can inflict severe harm. Many diseases have what appear to be the same symptoms, but the indicated treatment may vary a great deal. In fact, what is indicated in one condition might be harmful in another. So, toothbrushes--well, maybe, but medication -- NO.

If this season has left you with a plugged or dripping proboscis, don't overdo the nose drops. After a few days' use, the nose may be adversely affected, and nose drops, after giving temporary relief, may themselves cause nasal stuffiness. The cure? Stop using nose drops.

There are many people who, although not vaccinated, are glad that polio has been licked. The polio virus has, unfortunately, not yet been informed that it should no longer afflict anyone, just because a vaccine is available. The polio cases occurring since the advent of vaccine are apparently more of the paralytic or severe type, so don't be left behind--be immunized before the next season.

There seems to be an increase in back defects on the reservation. We are not sure what is causing this, but we recommend that persons who have passed their fortieth birthday refrain from participating actively in the "Twist".

Two Physicians Visit

Dr. Thomas P. Hamilton recently spent a two-week orientation period here before going to Atlanta to assume the duties of Flight Surgeon for the Southern Region.

Another recent visitor was Dr. Charles Billings, Professor of Aviation Medicine at Ohio State University. Dr. Billings, a personal friend of Dr. Gibbons, does contract research work for FAA.

2,336 Get Flu Shots

Thusfar, 2,336 employees in field activities have been given influenza vaccine. More would probably have been immunized, but for the shortage of vaccine.

Spring Warning

If the ice and snow is over for the season, all sorts of spring allergies will be croping up soon. These allergies themselves are rarely serious or dangerous, regardless of how irritating they may be. But the medications that we take for these things can cause dizziness, fainting, drowsiness, and poor vision, and have been implicated in industrial, aircraft, and car accidents. Therefore, if you are allergic to anything in the Southwest air, be it dust storms or stockyards fumes, be sure your medications do not have an adverse effect on you before you drive, fly, or operate machinery while taking them.

Women comprise about 25 per cent of the total Federal work force and some 32 per cent of Government white collar workers.

CONTEMPORARY GOALS OF CSC

John W. Macy, Jr., Chairman of the Civil Service Commission, has set forth these six major contemporary goals of the CSC, which are deserving of our consideration:

To capitalize on the strong Presidential support and leadership that has been given to the career Civil Service. President Kennedy has repeatedly declared his high regard for the career Civil Service, and his recognition of its importance in carrying out the vital programs of modern Government. We must produce to justify the confidence that is being placed in us.

To attract the Nation's best talent into the Federal Service. The Government's need for top talent can hardly be overstated. In the recruitment of high-quality talent for the Government, there is no room for personal prejudice or discrimination on the basis of race, religion, age, sex, or other irrelevant considerations.

The development of talent within the career service. The prediction of a continued scarcity of skilled manpower in the 1960's makes it clear that there will not be enough talent available for recruitment to meet our goal of a high-quality staff for all agencies. The Government is following up its program of "recruitment not just for jobs but for lifetime careers" with programs of in-service training, career planning, and merit promotion.

Greater mobility within the career service. There is need within Government to cultivate employees' understanding of how their agency or service relates to the rest of Government. Increased use of transfers, overseas assignments, and interagency training is being developed toward this end. Another objective of career mobility is the interchange of Federal executive and professional personnel with their counterparts in State and local governments, in industry and commerce, and in universities and foundations.

An adequate and equitable pay system for the Federal civilian workforce. This is a problem of public policy which will have to be finally resolved by the people's representatives in Congress. Government pay levels in the lower grades compare well enough with those in private employment, but the low ceiling on the Government salary structure often puts a barrier between the Government and the talent it needs in the most responsible and demanding positions.

To raise the prestige of the Federal service in American society. The quality and the achievements of the Federal Civil Service are enormously impressive and deserve attention from the public. The strongest asset of the Federal service in its competition for skilled people is the opportunity to take part in urgent and significant work in the interest of the well-being of all the American people. This should be the picture of the Federal Civil Service in the public mind.

Budget Division

While something known as the "twist" has become the fad around town, we in the Budget Division have been doing something we call the "split".

We have just completed a split between the Southwest and Southern Regions Operations Appropriation fiscal programs. This split was a voluminous and exhaustive job that required the major portion of our time for a period of six weeks. Without the cooperation and assistance we received from the operating people, this program split would have been much more difficult for us to accomplish.

The new revised fiscal programs for the Southwest and Southern Regions have been submitted to the Washington office for their approval. Although we have not received Washington approval as yet, we feel that only minor adjustments will be made in the programs. We know what we need to accomplish and approximately how much money we have in each program area, so now we must work toward the greatest utilization of this money by selecting the best ways to accomplish the respective programs within these limits. The success of our operations, both in the fiscal area and the accomplishment of our planned programs, will require continued teamwork between the Budget and the program divisions of both Regions. Basically the Southern Region Budget Office will administer the Southern Region fiscal programs and the Southwest Region Budget Office will administer the Southwest fiscal programs; however, there will be some areas where overall coordination will be necessary.

Our combined planned Operations Appropriation programs for the last half of FY 1962 involve some $46,200,000, of which $22,500,000 is Southwest Region and $23,700,000 is Southern Region. This $46,200,000 is about $1,700,000 more than the previous estimated costs for the last half of FY 1962 under the old Region Two setup. Much of this $1,700,000 is connected with the initial expense of setting up the new Southern Region Headquarters Office and providing additional administrative type positions that are necessary to all Regional Headquarters operations.

In addition to the $46,200,000 cost under Operations Appropriation, our Facilities and Equipment construction cost for the two regions will be about $5,300,000 for the last half of FY 1962 and our Federal Aids to Airports cost for the two regions will be approximately $6,000,000 for the last half of FY 1962. This means that our total program for both regions for the last half of FY 1962 will amount to approximately $57,500,000. Of this $57,000,000, about 75%, or $43,100,000, will be spent for salaries and related benefits; 5%, or $2,800,000, for travel, and 20%, or $11,600,000, for other expenditures.

Although $57,500,000 may not seem large as government spending goes, when you convert this to full year operations of about $111,500,000 for the two regions and then add the costs of operating all the other FAA regions and offices, you come to realize that we in the FAA are responsible for a sizeable amount of government costs. When you look deeper into these costs and see that salary costs amount to 70 or 75% of the total costs, you can visualize that one of the most important elements that make the operation of the FAA a successful venture is the employees that make it up. Each individual employee of the FAA is an important part of our successful operations and each shares in the responsibility of distributing our costs effectively, and of making the FAA tick.

HALABY ADDRESSES HELICOPTER CONVENTION

N.E. Halaby, FAA Administrator, delivers speech at Awards Banquet of Helicopter Association of America, Marriott Motor Hotel, Dallas, Texas, January 23, 1962.

In an address to the Helicopter Association of America, which held its 14th annual convention recently in Dallas, Administrator Halaby spoke of the possibility of creating a helicopter section within FAA's general aviation branch. "The helicopter is making itself felt everywhere," said Halaby. "So much so that it must be recognized and treated as a unique bird in the aviary of aviation. We in FAA now regard it so...." Halaby also announced the appointment of Ward Masden to the post of helicopter advisor to the Director of Flight Standards.

"You are in this business as pioneers," said Halaby, in expressing his appreciation and encouragement to the helicopter operators. "You are taking financial chances...working on hope... constantly depending on that something good that always happens when men of determination do worthy things....I now want to thank you and your Association for many things -- specifically for your safety efforts and for your work in policing your own members....A good safety record means pride and profits. So, let's do it right...and watch the helicopters rise to their remarkable promise."

Incentive Awards Total $9,440

The Regional Incentive Awards Committee met January 17, 1962, and voted a total of $9,440 in cash awards for adopted suggestions, superior performance, and special acts or service. Included among the awards were twenty suggestion awards, for which $900 was paid. Budget authorization letters have been forwarded to the Accounting Division and awards should be ready for presentation sometime in March. Those receiving awards are listed below:

SUGGESTION AWARDS

Name	Amount	Division	Supervisor
Janet Zimmerman	$ 25.00	Aviation Facilities	E.W. Morris
James E. Goss	25.00	Personnel & Training	Frances M. Davis
Maurice L. Steward	50.00	Aviation Facilities	Robert E. Griffith
Shirley N. McBride	50.00	Flight Standards	Claude A. Bandy
Beth M. Gorham	25.00	Air Traffic	Paul H. Boatman
Peggy R. Goodson	(Group Award)	Air Traffic	D.E. McHam
Herbert L. Schwabe	25.00	Aviation Facilities	A.L. Davis
Arthur Contreras	25.00	Aviation Facilities	Kenneth Glowka
Arthur Contreras	25.00		
(two suggestions combined)			
J.W. Lewis	50.00	Aviation Facilities	O.G. Danner
Shirley N. McBride	250.00	Flight Standards	Claude A. Bandy
Gloria R. Womble	25.00	Flight Standards	Frank Wignall
William S. Hall	50.00	Air Traffic	J.D. Miller
Leroy Lee	75.00	Aviation Facilities	D.T. Hegar
Kenneth L. Lee	25.00	Flight Standards	Ervin B. Tucker
Jerry E. Hubbard	25.00	Aviation Facilities	Julio Melgar
Fred D. Burnett	50.00	Air Traffic	Jack Pfrimmer
Toney B. Hodges	25.00	Aviation Facilities	C.A. Owen
James G. Bates	50.00	Aviation Facilities	B.G. Garrett
Loyd C. Lowrie	(Group Award)	Aviation Facilities	B.G. Garrett
Charles C. Rone	25.00	Flight Standards	R.H. Hunt
(Washington Award)			

SPECIAL ACT OR SERVICE AWARDS

Name	Division	Location	Supervisor
George L. Denny	Air Traffic	Atlanta ARTCC	J.B. Smith
(Washington Award)			
James F. Havard	Air Traffic	Okla. City RAPCON/Tower	Raymond E. Sherfy
Howard V. Murphy	Air Traffic	Okla. City RAPCON/Tower	Raymond E. Sherfy
Francis J. Boyle	Air Traffic	Cotulla, Tex. FSS	J.D. Miller
Clayton J. Collins	Air Traffic	Cotulla, Tex. FSS	J.D. Miller
(Group Award)			

SUPERIOR PERFORMANCE AWARDS

Name	Division	Location	Supervisor
L.E. Anderson	Air Traffic	El Paso ARTCC	W.E. Morgan, Jr.
Sam C. Colley	Air Traffic	Texarkana FSS	Basil L. Hurst
E.F. Crockett, Jr.	Air Traffic	Muscle Shoals FSS	Paul A. Crawford
Vivian Eickhoff	Air Traffic	Fort Worth ARTCC	W.V. Fox
Alfred E. Ericson	Air Traffic	Orlando ATCT	Jack P. Owen
W.C. Hollins, Jr.	Air Traffic	Fort Worth ARTCC	W.V. Fox
James L. Hutson	Air Traffic	Greenville CS/T	J.F. Donahoe
John A. Ruff	Air Traffic	Rocky Mount FSS	J.D. Miller
A.E. Sterling	Aviation Facilities	Regional Office	C.I. Carpenter
R.L. Stubblefield	Aviation Facilities	Regional Office	Roy L. McDaniel
Robert D. Sullivan	Aviation Facilities	Lake Charles RAPCON	George W. Cave
Alice A. Swan	Aviation Facilities	Savannah SMS	Haywood A. Stanley
William V. Baits	Flight Standards	Regional Office	H.H. Slaughter
Rosemary B. Davis	Flight Standards	Orlando FFCDO	Robert S. Stone
Virgie M. Ellison	Flight Standards	Houston GADO	E. Carpenter
Helen J. Floyd	Flight Standards	Regional Office	Robert H. Hunt
Charles E. Fulkerson	Flight Standards	Regional Office	Robert H. Hunt
Kenneth J. Holloway	Flight Standards	Regional Office	Floyd T. Melton
Frances H. Lancaster	Flight Standards	Little Rock GADO	B. Staley
Olene B. Saunders	Flight Standards	San Antonio ACDO	W.E. Bell
Bobbie R. Spiggle	Flight Standards	Regional Office	Robert H. Hunt
Fannie L. Sanford	Air Traffic	Regional Office	Jack W. Gross
Jesse E. Sharp	Air Traffic	Meridian FSS	J.W. Reid
Winner K. Shepard	Air Traffic	Meridian FSS	J.W. Reid
Laura M. Vickrey	Air Traffic	Mobile ATCT	G. Pringle
Alfrey J. Branam	Aviation Facilities	Regional Office	M.F. Shepherd
M.W. Callaway	Aviation Facilities	Regional Office	Roy L. McDaniel
Ray C. Carter	Aviation Facilities	Regional Office	C.I. Carpenter
Hal R. Culp	Aviation Facilities	Atlanta R.O.	C.I. Carpenter
Geraldine M. Duff	Aviation Facilities	Regional Office	Fred H. Harlan
Lionel J. Edmonson	Aviation Facilities	Regional Office	M.F. Shepherd
Sam E. Eppler	Aviation Facilities	Regional Office	M.F. Shepherd
James E. Farner	Aviation Facilities	Regional Office	M.F. Shepherd
W.F. Harrison	Aviation Facilities	Regional Office	Roy L. McDaniel
Cecil G. Humphries	Aviation Facilities	Shreveport SMS	Ralph C. Payne
R.L. McCarroll	Aviation Facilities	Regional Office	Roy L. McDaniel
Anne K. McMillin	Aviation Facilities	Regional Office	C.I. Carpenter
Ralph C. Payne	Aviation Facilities	Shreveport SMS	H.E. Gullberg
Robert E. Peters	Aviation Facilities	Regional Office	M.F. Shepherd
Dan A. Powhatan	Aviation Facilities	Fort Worth SMS	B.G. Garrett
Raymond T. Seibert	Aviation Facilities	Regional Office	M.F. Shepherd
Edwin P. Shadle	Aviation Facilities	Fort Worth SMS	C.J. Gunn
Billy J. Smith	Aviation Facilities	Regional Office	Roy L. McDaniel

STUDY REVEALS GRADUAL INCREASE IN SICK LEAVE USAGE

Recently a study was made of the use of sick leave by employees of this Region for the last six years. There were no outstanding facts revealed by this study. Nevertheless, the study did show that there has been a gradual increase in the rate of sick leave used. When one considers that we live in an era when medical developments and education of the general public about health matters is definitely on the rise, it is evident that our sick leave usage rate should be going down instead of up. One does not have to have a Ph.D. to make some fairly accurate guesses as to one or two factors that contribute to this rise. Employees must be sure that they take sick leave only for the bona fide purposes recognized by the governing directives. Aside from the moral issue involved when a person stretches his circumstances to fit the book (or vice versa), it is definitely the better part of wisdom to accumulate a healthy sick leave account to provide for the unexpected, extended illness during which it would be financially disastrous not to have income. Many of our employees have over 1000 hours of sick leave to their credit. Quite a few have in the neighborhood of 2000 hours.

Remember, sick leave is not an absolute, but rather a qualified right. The continued availability of this most worthwhile fringe benefit of employment with the Federal Government can best be protected by a responsible attitude toward its use on the part of all employees.

While sick leave usage for 1961 showed a decrease of 1% from the 1960 level, employees of this Region still used about 44% of the sick leave earned in 1961, compared with 42% in 1959, 43% in 1958, 41.5% in 1957, and 40% in 1956. As might be expected, sick leave usage is highest in the first quarter of the year, when respiratory infections are most common, and lowest in the third quarter.

Change Made in Sick Leave Recredit Policy

The Civil Service Commission, in a transmittal to the Federal Personnel Manual dated January 9, 1962, has instituted a significant change in the recredit of sick leave after a break in service. Effective from January 9, 1962, any employee who is reemployed after a break in service of not more than three years, will be recredited with his sick leave. In the past, recredit could be made only if the break in service did not exceed fifty-two weeks.

It will soon be income tax time again. Some employees may be entitled to exclude from their taxable income certain sick pay or benefits received for a period of sickness. To be sure of availing themselves of this tax exclusion, all employees should maintain their own records of sick absenteeism. Working mothers who pay for child care are also entitled to a tax break. For further details concerning your eligibility for these or other tax benefits, consult the Internal Revenue Service.

On Making the Most of "That Tired, Run-Down Feeling"

"There is a legend at Harvard to the effect that the late Le Baron Russell Briggs, long the beloved Dean of the College, once asked a student why he had failed to complete an assignment.

'I wasn't feeling very well, sir,' said the student.

'Mr. Smith,' said the Dean, 'I think that in time you may perhaps find that most of the work of the world is done by people who aren't feeling very well.'

"I have often thought of this remark and wondered whether Dean Briggs, a man of none too robust health, may not have been feeling a little seedy himself when he uttered it; whether he may not have dragged himself to the office that morning only because he put his responsibilities ahead of his comforts.

"The Dean knew, I am sure, that there are such things as incapacitating illnesses and that there is such a thing as a sensibly prudent attitude toward one's health. But he also knew that the symptoms of fatigue and of laziness are practically identical; that it is hard to tell the difference between not feeling well and not feeling like doing a hard job; and also that the wise man who has an assignment to complete by Friday has done so much of it on Tuesday and Wednesday that a headache on Thursday won't matter much.

"He knew the difference between the fellow who plans the jobs he has to do and fits his pleasures into the chinks between them, and the fellow who plans his pleasures and then begins to think of his responsibilities.

"Again and again Dean Briggs' remark comes back to me on those dismal mornings when it seems outrageous that anybody should have to settle down to work...."

By Frederick Lewis Allen
(From the Supervisory Personnel Bulletin, Dyess AFB)

ACCIDENTS

FOR
THIS MONTH
AND
THIS YEAR

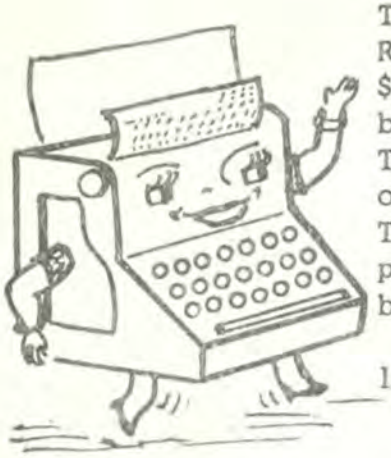
January

FIRST AID CASES
3

DISABLING INJURIES
1

DAYS LOST
2

ATTENTION SECRETARIES: Be Kind to Your Typewriter--
It Cost (Tax) Money



Typewriters cost money -- your money. In the Southwest Region of the FAA, the typewriter inventory approximates $200,000. It stands to reason that typewriters deserve the best of care, as a means of making your tax dollar go further. The average new electric typewriter represents an investment of about $450. Have you been giving your typewriter the Tender Loving Care it deserves? Check yourself out on these points, which typewriter service representatives list as the basic causes of typewriter troubles:

1. Causing the most trouble is eraser dust falling into the works because the carriage wasn't moved to one side before erasing.

2. Running a close second is failure to protect the typewriter from other foreign matter -- cookie crumbs, cokes, bobby pins, matches, and cigarettes.

3. Next is failure to brush out the typewriter daily, and failure to clean the type. Cleaning the type is especially important; it makes the keys strike clear and sharp, and all your work looks much better.

4. Improper ribbon installation. This can be a problem on some of the newer machines. If you aren't sure about how to install a new ribbon -- ask. You may save yourself a lot of time and frustration.

One service representative claims he can describe a girl just by looking at her typewriter. He says that a girl with slipshod typewriter habits probably has her hem held up with a pin, and a sink full of dirty dishes at home. How about you, Miss Secretary? Are you being kind to <u>your</u> typewriter?

TELEPHONE COURTESY

When answering the phone, don't try to play guessing games with the caller by not identifying yourself and your organization. Identifying yourself with only your first name may be nice and friendly, but it doesn't give the caller much of a clue as to whom he is speaking. Courtesy requires that people who take calls identify their organization and themselves, as "Personnel Services, Mrs. Doe." Identify yourself similarly when you are the caller, so that the person receiving the call will be able to give you better service. Your telephone manners are an important element in the public relations of your office.

Letters of Appreciation

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
SOUTHWESTERN REGION

ADDRESS REPLY TO REGIONAL FORESTER AND REFER TO
517

517 GOLD AVE., SW
ALBUQUERQUE, NEW MEXICO
January 25, 1962

Mr. Archie W. League
Assistant Regional Administrator
Federal Aviation Agency
Southwestern Regional Office
P. O. Box 1689
Fort Worth 1, Texas

Dear Mr. League:

We would like to express our appreciation to the Federal Aviation Agency for its cooperation in reporting forest fires which have been spotted by many aircraft which fly over the National Forests in Arizona and New Mexico.

We would like in particular to express our appreciation to your staff of the Federal Aviation Agency communications office in Albuquerque for the positive and efficient way in which they handle these reports. In some cases these fires which are reported have been for both new fires or fires that have not been pinpointed by our own detectors. By prompt reporting of these fires which have been seen by aircraft, we have been able to hold the number of acres burned to a much smaller number.

Please tell the personnel of your Albuquerque Office how much we value their services. We hope we can count on their splendid cooperation in 1962.

Sincerely yours,

FRED H. KENNEDY, Regional Forester

By

HEADQUARTERS STRATEGIC AIR COMMAND
UNITED STATES AIR FORCE
OFFUTT AIR FORCE BASE, NEBRASKA

REPLY TO ATTN OF: DOAPF

SUBJECT: Letter of Appreciation

17 JAN 1962

TO: Assistant Administrator
Southwest Region
FAA
P.O. Box 1689
Ft. Worth 1, Texas

1. Recently Strategic Air Command developed a high priority improvement to the 011 Burner low level program called "Semi-Mobile". Circumstances dictated that FAA Regional personnel had to employ extraordinary means to coordinate and approve our proposed routes in the time available to them.

2. Southwest Region Procedures and Military Liaison personnel accomplished this task in a manner which was highly gratifying to us. It appears that we shall be able to commence operations at the early date which we requested.

3. I should like to single out Mr. J. C. Moreland and Mr. Van Houston in Air Traffic Service for personal recognition. Their contribution assured that a SAC training program of highest priority was implemented in the minimum time possible.

FOR THE COMMANDER IN CHIEF

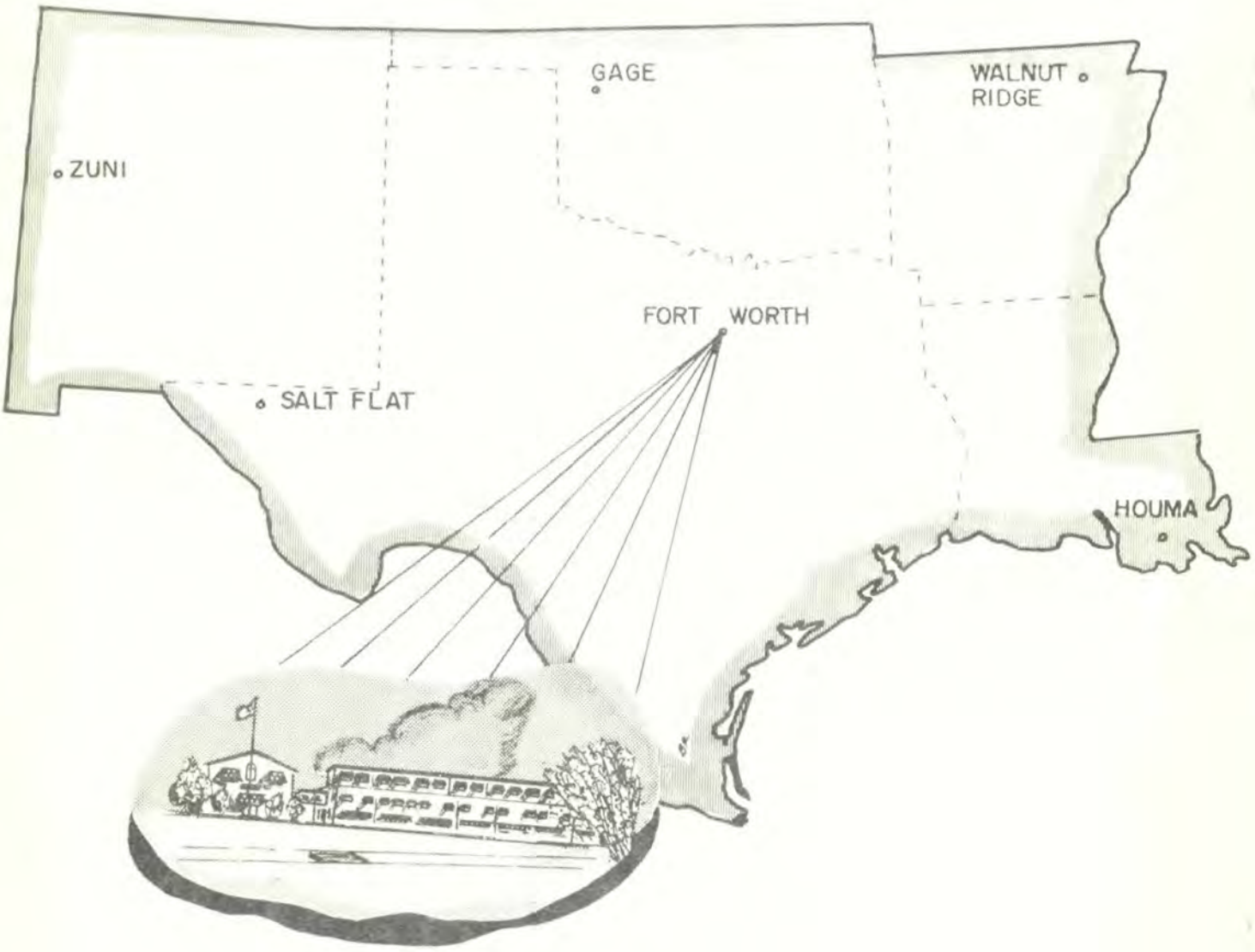
Morgan S. Tyler Jr.

MORGAN S. TYLER, JR.
Colonel, USAF
Directorate of Operations

Peace . . . is our Profession

We will print these as long as our personnel keep bringing them in.

FEDERAL AVIATION AGENCY



THE SOUTHWEST REGION